

## How to Make a Meeting Room Reservation Request

1. At the Library home page ([www.amespubliclibrary.org](http://www.amespubliclibrary.org)), click on **Using the Library** in the left column, and then click on **Meeting Rooms**. After reading the information about rooms, click the **Request a Meeting Room** link. You will be taken to the Time/Date search page.
  - First-time users must set up a Spaces meeting room booking software account—see #2.
  - If you already have a Spaces account, skip to #3.
2. *If this is the first time you're using the Spaces meeting room booking software, click on **Create an Account**. Note: this is an account just for meeting room reservations—it is not linked to your regular library account. The information you provide will only be used to contact you regarding your use of a library meeting room.*
  - *Fill in the blanks and click **Create an Account**.*
  - *The Spaces software will automatically send a verification email to the email address you entered.*
  - *In your email account, open the Spaces verification email and click on the verification link.*
  - *Close your browser, then go online and return to step #1 to re-enter the booking system.*
3. To enter the start and end times of your meeting, just click on the time and type. Click on another section (hours, minutes, and AM/PM) or tab to move from section to section. Your time will include 30 minutes of set up and 30 minutes of clean up time.
4. To enter the date of your meeting, just click on the date to bring up a calendar. Click on the arrows to navigate to the month you want, and then click on a day to select it. Note: use the small arrow in the upper right corner of the calendar box to move to months beyond the current year.
5. Click on **Search for a Space**.

A list of library meeting rooms will appear, with your request listed at the top of the page. If you wish, you can change your request—just click and retype on the **Time** and **Date** bars (not on your original request at the top). You can also extend your meeting time by dragging the green “feet” shown on the timeline. Select the entire time you want the room, including set up and clean up time. Time is divided into ½ hour increments.

Green shading on a room's timeline means the room is available during the time you've requested. Pink shading means the time you requested is not available, either because it has already been reserved or because you have requested hours the library is closed.

6. The comfortable capacity for each room is listed. To find out more about a specific room, click its picture. On the left side of the next page you'll see Locations, Equipment, and Ames Public Library Meeting Room Policy.
  - Click on the **plus sign** to the left of **Ames Public Library** to see the drop-down list of rooms. The default is with all rooms checked (i.e. to search for any available room). If you are only interested in the availability of one or some of the rooms, click the checkmark to deselect each unwanted room, or click on **Select All** to clear the list and then click the box in front of the room(s) you want.
  - Audio/visual **Equipment** will be listed in this section when it becomes available. Extra tables and chairs are available upon request. Each auditorium section has a kitchenette, and the second floor meeting rooms will share a kitchenette.

- Click on **Ames Public Library Room Policy** and **here** to open the policy. If your planned meeting room use does not conform to the policy, stop here. If you are already familiar with the policy, you may skip this step.
7. Click on **Pick me!** to the right of the room you want to reserve.
  8. You will need to log in to your Spaces account to continue.
    - Enter your email and password then click **Log In**.
    - If you forget your password, click on **Forgot your password**. A link will be sent to your email address. Follow the instructions to reset your password.
  9. Fill in the required information fields:
    - a. **Purpose**. Provide a short description of your room use (for example, "Regular monthly rehearsal of the Happy Feet Dance Troupe").
    - b. **Choose Organization**. Choose a name from the drop-down list, choose **No Organization**, or select **Join an Organization** to request to be associated with an organization for booking purposes. If your organization is not on the list, choose **No Organization** and provide your organization's name (including Chapter, branch, etc.) in the **Purpose** section so it can be added to the list.
    - c. **Event Name**. Give a title to your event (for example, "Happy Feet Dance Practice").
    - d. **Email**. Provide an email address so we can contact you to ask questions or send a confirmation.
    - e. **Phone**. Provide a phone number in case we need to speak with you directly.
    - f. Click the box to indicate that you have **read and agree to the Meeting Room Policy**. To use a room, you must agree to abide by the library's Meeting Room Policy.
    - g. Review the information for accuracy.
    - h. Click **Submit Request** to send your request. The system will automatically send an email acknowledgement.

Your request will show in the Pending Reservations screen. Click **Edit** to change your request. Click **Copy** if you want to make another request using the same criteria (same room and time, for example).

Anytime you are logged in, you can click **My Account** to see a list of your reservations and requests.

Click **Log Out** or close your browser to leave Spaces.

**Note: Your request is not approved until you receive a confirmation email. Please allow at least one business day for processing.**

If you have any questions, please contact us.